



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
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POSITION DESCRIPTION

Job Title: Road Worker IV
Department: Public Works
FLSA Status: Non-Exempt
WC Code: 5506
Effective Date: January 1, 2000
Last Revised: September 9, 2019
Pay Grade: O40
Union: SEIU

SUMMARY

Under direction of the Operations Supervisors and/or designated lead person, an employee in this position is expected to operate complex heavy duty vehicles and equipment which enable this department to construct, repair and maintain roads, bridges and other public works facilities under the County's jurisdiction. An employee in this classification must demonstrate a proficiency in the use of a variety of manual skills, equipment and machinery. The position requires a highly skilled worker that contributes to the construction, repair and maintenance of roads, bridges, sewers, culverts, and other physical facilities developed operated and maintained by the Department of Public Works. Additionally, interpretation and reasoning skills in this area of specialization are required to devise and adapt tools, and methods in which work assignments can be accomplished efficiently.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties do represent the essential functions needed of persons in this classification.)

1. Leads and performs a variety of skilled/semi-skilled activities related to the maintenance and construction of all Public Works roads, bridges and other facilities in Josephine County's jurisdiction.
2. Operates a variety of the most complex heavy duty vehicles and equipment. Safe and effective operation requires a high degree of training, coordination and concentration. These vehicles and equipment may include, but are not limited to, cranes, sloper-blade, graders, bulldozers, pavers, distributor, and excavators, etc.
3. Ability to effectively lead crews in conjunction with operating equipment and other multipurpose machinery; give and follow written and oral instructions.
4. Responsible for the work and safety of the crews, equipment and public in a work zone.
5. Reads and interprets plans and specifications for layout and construction of all types of Public Works projects. Requisitions materials and supplies as authorized; keeps records and logs of work; and prepares simple brief written reports.
6. Trains employees in methods and techniques requiring special skills and operations of equipment.

It is every employee's responsibility to be actively involved in creating a safe work environment. Employees at all levels are accountable for their own safety and for appropriately correcting or reporting any observed hazards. This means that employees are required to:

1. Report all accidents/incidents immediately to their supervisor.
2. Wear the required personal protective equipment in accordance with written department policy. There are no exceptions.
3. Report hazardous/unsafe conditions or other safety and health concerns to their supervisor immediately.
4. Participate in safety committee activities, in support of safety committee membership.
5. Take personal responsibility to become adequately trained and educated in proper and safe work practices and procedures, and safety policies and rules.
6. Obey all safety and health regulations as stated in Public Works Policies and Work Rules.
7. Attend all required safety training.

(Additional language for Manager and Lead Worker positions)

In addition to the above seven (7) items, the employee shall have the following responsibilities:

- Have the responsibility to train workers.
- Enforce department safety and health rules.
- Take immediate corrective action to eliminate hazardous/unsafe conditions and practices.
- Provide appropriate personal protective equipment, train employees in its use, and make sure it is used and properly maintained.
- Assure that all machine guarding is in place and functioning properly.
- Promptly report all accidents and incidents.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities. May serve as lead worker and direct the work of field crews.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Requires advanced knowledge of road and bridge construction and maintenance methods, techniques and procedures. Skill in operating the medium and heavy duty vehicles/equipment and machinery used in performance of assigned duties. Working knowledge of the maintenance and minor repair of this equipment and machinery. Must be able to follow written and oral instructions and complete detailed complex logs and records of works. Must be capable of teamwork and provide leadership to other employees. During inclement weather such as high wind, floods, rain, or snow and/or during emergency situations, individual must be willing to perform the necessary job/tasks as directed with available equipment during whatever shift or hours necessary.

EDUCATION AND EXPERIENCE

AA degree in a related field plus two (2) years' experience , or three (3) to four (4) years related experience and/or training in the methods and equipment used in road and bridge maintenance, repair and construction; or equivalent combination of education and experience. Requires thorough knowledge of techniques and procedures used in construction, installation, maintenance, and repair of public works facilities; maintenance and minor repair of departmental equipment and machinery. Full proficiency in the operation of all departmental equipment and machinery, and the ability to train subordinates. Requires thorough knowledge of the work hazards and sound safety procedures for all departmental machinery, tools and methods.

JOB IMPACT

The consequences of errors would result in financial loss and possible litigation to the County due to errors in inappropriate safety considerations, and/or lack of following County, Department, and Program protocols.

JOB CONTACTS

Occasional contacts are made with the general public and other county employees.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, construction plans, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively, give and follow written and oral instructions.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITIES

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to interpret plans and specifications, and ability to complete detailed logs, reports and records of work.

OTHER SKILLS AND ABILITIES

Both a working knowledge of current word processing and spread sheet skills, and strong leadership skills are desired.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires possession of or ability to obtain valid Oregon Class A Commercial Driver License (CDL) with necessary endorsements, and a safe driving record. Possession of or ability to obtain certification for first aid, CPR and "First Responder-Awareness" training. Certification in Traffic Control. . This position is subject to the Federal Motor Carrier Safety Administration (FMCSA) rules and regulations including random drug and alcohol testing. As a condition of continued employment, incumbents are required to comply with DOT drug and alcohol program testing requirements and all associated County policies.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. Work is performed in the field and requires working in all types of weather conditions and various types of terrain and situations including steep slopes, rocky and moderate to heavily vegetated areas. The employee is frequently exposed to vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually loud to very loud.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to a background investigation including criminal background investigation; a DOT physical and drug screen; and a functional capacity evaluation. Conviction of a crime will not necessarily disqualify an individual for this classification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be in excellent physical condition and health with sufficient strength and stamina to perform manual labor for extended periods under uncomfortable conditions and in all types of weather.

JOB ANALYSIS – Physical Job Requirements Josephine County Public Works Roadworker 1-5

| MATERIALS HANDLING | Essential for job | Frequency of Activity | Comments | EFFORT | | LEGEND: | | | | | |
|---|--------------------------|------------------------------|---|------------------|-------------------------|--|---|----|--|----|--|
| | | | | Sustained | Repetitive | Essential (Ess): Essential for job. Frequency (Freq): Based upon 1 hour of work or a % of day | | | | | |
| Lifting 0-10# from floor to full extension | X | Occ-freq | Items vary depending on project | 5 sec to 1 min | X | Freq. | % of day | | # of times per hour | | Min. per hour |
| Lifting 11-25# from floor to overhead. | X | Occ –Freq | Supplies, equipment, tools, etc... | 5 sec to 1 min | X | Rare | 1% | or | 1x | or | 6-12 min/hr |
| Lifting: from floor to overhead 26-50# or 75# | X | Rare-Occ | Heavy items usually require 2 + workers | Up to ave 10sec. | | Occasionally | 2-33% | or | Up to 20x | or | Up to 20 min/hr |
| Carrying 0-10# up to 50 feet | X | Occ | Items vary depending on project | Up to 30 sec. | | Frequently | 34-66% | or | 21-120x | or | Up to 40 min/hr |
| Carrying 11-25# up to 50 feet | X | Occ | Supplies, equipment, tools, etc... | Up to 30 sec. | | Constantly | 67+% | or | >120x | or | >40 min/hr |
| Carrying 26-50# or 75 5-20 feet | X | Rare –Occ | Heavy items usually require 2 + workers | Up to 10 sec | | Effort: List actual measurement in seconds or minutes per event. | | | | | |
| Pushing up to 60# of force, up to 50 feet | X | Rare-Occ | Equipment or when using hand tools | Up to 1 min | Pneumatic tool use | Weight/Force: Actual weight or force, measured in foot/lbs. | | | | | |
| Pulling 60# of force, up to 50 feet | X | Occ | Carts, equipment | Up to 30 sec. | | ENVIRONMENTAL FACTORS | | | | | |
| Reaching: above shoulder full extension | X | Freq | Overhead work | Up to 1 minute | Up to 120 x in one hour | Time Spent: | Outside <input checked="" type="checkbox"/> | | Inside <input checked="" type="checkbox"/> | | Comments: all environments |
| Reaching: At or below shoulder: shoulder to ground | X | Freq | | Up to 1 minute | Up to 120x in one hour | Temperature: | Normal <input checked="" type="checkbox"/> Heat <input checked="" type="checkbox"/> | | Temp Change <input checked="" type="checkbox"/> Cold <input checked="" type="checkbox"/> | | Comments: All weather conditions |
| Grasp/Power grip: | X | Freq | Pneumatic tools | Up to 1 min | | Humidity: | Normal <input checked="" type="checkbox"/> | | Wet/ <input checked="" type="checkbox"/> | | Dry <input checked="" type="checkbox"/> |
| Pinch: | X | Freq | Using tools or supplies | Up to 1 min | | Atmosphere: | Dust <input checked="" type="checkbox"/> Odor <input checked="" type="checkbox"/> | | Fumes <input checked="" type="checkbox"/> | | Gas <input type="checkbox"/> |
| Fine Manipulation/ Dexterity: | X | Freq | | | | Hazards: | Mechanical <input checked="" type="checkbox"/> | | Electrical <input checked="" type="checkbox"/> | | Burns <input type="checkbox"/> |
| POSITIONAL ACTIVITIES | Essential for job | Frequency of Activity | Comments | Sustained | Repetitive | PPE Req.: | Ear Plugs <input checked="" type="checkbox"/> Footwear <input checked="" type="checkbox"/> | | Safety Glasses <input checked="" type="checkbox"/> Gloves <input checked="" type="checkbox"/> | | Coveralls <input type="checkbox"/> Other: |
| Balance | X | Occ | Elevated work – bucket lift or ladder | X | | Surfaces: | Slippery <input checked="" type="checkbox"/> | | Uneven <input checked="" type="checkbox"/> | | Other: |
| Bend | X | Freq | | X | X | Sustained Vibration: | # of min: up to 5 minutes | | Intensity: Moderate to High | | Comments: Using pneumatic tools |
| Kneel | X | Occ-Freq | | X | | ASANTE WORK PERFORMANCE CENTER | | | | | |
| Crawl | X | Occ | | X | | 781 Black Oak Drive, Suite 102, Medford OR 97504 Phone (541) 608-4707 FAX (541) 608-5938 | | | | | |
| Climbing ladder/stairs | X | Occ-Freq | | X | X | | | | | | |
| Walking/Standing | X | Const | | X | | | | | | | |
| Sitting, Sustained | X | Rare | | | | | | | | | |
| Foot Controls | X | Occ | Operating equip/Hyster | | X | | | | | | |
| Upper Extremity: | | | | | | | | | | | |
| Reaching behind body | X | Freq | Access tool belt | | X | | | | | | |
| Repetitive front to side arm movement | X | Occ | Specific to job responsibilities | | | PDC Level Comments: Heavy | | | | | |
| Awkward wrist motions | X | Occ-Freq | Tool use, placing | X | | Worker should be able to lift 75# infrequently and 35# frequently. This is a physically demanding job. | | | | | |
| Impact to palm/hand | X | Occ | Pneumatic tool use shovel | | X | Therapist: Jared K. Hill, MOT, OTR/L Date: 07/02/04 | | | | | |